

FORMAL LETTER 4

You should look at the webpage on the next page and study the information carefully to write your letter.

The television station is looking to fill the positions required for the filming of a new series. You are keen to take on the job as it is during the holidays.

Send a letter to the producer of the series stating:

- the position you prefer and two reasons why you want to take up the position based on the information in the webpage
- two other reasons you have for wanting to take up the position
- which of the reasons for taking up the position is the most important and why you think so

Write your letter in clear, accurate English and in a sincere and formal tone to express your enthusiasm for being part of filming of the television series.

You should use your own words as much as possible.

TelView Station will be filming a ten-episode drama 'Changes' on a typical family whose lives are turned upside down when their teenaged son decides to drop out of school to start his own band.

We are looking for assistants for the following positions:

SCRIPTWRITER

You will assist the scriptwriter in making any ad hoc changes to the script during the filming of the series.

CAMERA DIRECTOR

You will offer general support to the camera department such as carrying camera equipment. You will also help to charge the camera batteries and ensure that camera accessories are available should the camera director require them.

MAKE-UP AND HAIR ARTIST

You will be responsible for setting up the make-up and hair stations. Please ensure that the stations are clean and tidy and accessories needed such as hairbrushes and make-up products are neatly arranged. Assistants are also needed on standby during the filming to ensure continuity during the set. Paying attention to detail is important for a make-up and hair artist.

COSTUME DESIGNER AND ARTIST

You will ensure that all the costumes are ready for the actors before the shoot. Ensure that all costumes are cleaned and ironed. You will hand the appropriate costumes to the actors before filming begins and have new costumes ready if costume changes are required during the filming. You are also expected to monitor the costumes for damage and carry out any minor alterations or repairs. You are expected to keep a record of costumes and accessories.

SOUND SUPERVISOR

You will help to ensure the best quality sound in the studio and on location. You will maintain and assemble sound equipment and help position microphones. You will be responsible for ensuring that cables do not get in the way of moving equipment during filming.

128 Riverwalk Crescent
Singapore 281282

12 October 2015

The Producer – Changes
TelView Station
72 Fifth Avenue
Singapore 712702

Dear Sir/Madam

Application for assistant make-up and hair artist

I would like to express my interest in the position of assistant make-up and hair artist during the filming of the drama series 'Changes'.

As an assistant make-up and hair artist, I look forward to ensuring that the artists' make-up and hair during filming is in accordance to the requirements of the script. Every artist **portrays** a unique image on the screen and it is important that the make-up and hair matches the image required for the film. I am particularly alert to the appearance of the characters in a show, so I am sure that I will be **meticulous** in ensuring that the make-up and hair are presented as required.

I am confident of fulfilling the duty of setting up the make-up and hair styling station. Preparing the make-up and hair stations requires the assistant to be aware of make-up essentials. Having worked as a make-up assistant for various photo shoots in the past, I am aware of the important role an assistant make-up artist plays in supporting the work of the main make-up artist.

An assistant who is able to work long hours without being mentally or physically **drained** is also important. The success of long hours of filming of a drama over **consecutive** days relies on a crew that is able to remain alert at all times. I assure you of my professionalism in this aspect. I am accustomed to working long hours and I will be able to carry out my duties effectively.

I have recently attained my certificate in basic hair styling and I have the basic skills necessary to the creation of the styles required to fit the needs of the series. My experience in make-up has made me aware of the **nuances** of colour, allowing me to create the best make-up for the artists.

Paragraph Topic

Paragraph 1

Introduction: Purpose of the letter

Paragraph 2

Ensuring the artists' make-up and hair is in accordance of the script

Paragraph 3

Able to set up the make-up and hair styling station

Paragraph 4

Able to work long hours without being mentally or physically drained

Paragraph 5

Attained certificate in basic hair styling and have experience in make-up

My hair styling and make-up knowledge will allow me to effectively take on this position. I will be able to commence work immediately with few instructions as I am already familiar with the requirements of a make-up and hair styling artist. I will be able to support the main make-up artist, providing the assistance required throughout the filming. Furthermore, my basic knowledge will allow me to better understand any new instructions.

Paragraph 6

Hair styling and make-up knowledge allow me to take on the position effectively

I would greatly appreciate the opportunity to contribute to the filming of 'Changes'. I am confident of meeting the requirements of an assistant make-up and hair styling artist. I look forward to receiving a favourable reply. Thank you.

Paragraph 7

Conclusion: Events after the email

Yours faithfully
Janice Toh (Ms)

Comments

The writer has used the information provided in the webpage effectively by combining it with her own prior knowledge to convince the recipient of the letter to hire her.

Vocabulary

1. **portrays:** to describe in a certain way
2. **meticulous:** to look into small details
3. **drained:** lacking energy
4. **consecutive:** one after another without interruptions in between
5. **nuances:** slight differences in things like sound, colour, etc. that are not easily noticed

Word Use

The writer uses words and phrases to convince the recipient of the letter to hire her. Certain words and phrases are used to state the requirements of the position and the writer's skills and abilities in handling what the position requires of her.

- look forward to ensuring
- am particularly alert to
- am confident of fulfilling the duty
- am aware of the important role that
- assure you of my professionalism in this aspect
- effectively take on this position
- would greatly appreciate the opportunity to contribute to the
- am confident of meeting the requirements